

# NEVADA LEGISLATIVE COUNSEL BUREAU

## Carson City, Nevada

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### SENIOR RESEARCH SECRETARY (Intermittent Position)

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Senior Research Secretary is assigned to the Research Division. The secretary performs responsible secretarial work, which includes providing support for statutory and/or interim committees, producing summary minutes, and assisting research analysts in performing their duties and preparing final work products. All work is performed on a professional, nonpartisan basis.

Minimum qualifications for the position include graduation from high school, or equivalent education, and four years of progressively responsible secretarial work, of which one year must include administrative support experience where use of a computer is an essential part of the work. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis. For a complete job description, please go to [Legislative Career Opportunities](#) .

The Division is recruiting to fill an intermittent position beginning on or around March 12, 2012.

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**Annual (12-month basis) salary range: \$35,997 to \$52,847  
(Grade 30)**

(Employee-employer paid retirement and health insurance benefits)

Submit Legislative Counsel Bureau Employment Application ([click here](#)) and letter of application with résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Electronic mail may be used to transmit your application, letter, and résumé. Please utilize either Word or WordPerfect formats and send to [kkruise@lcb.state.nv.us](mailto:kkruise@lcb.state.nv.us) .

**Closing Date: February 16, 2012**